

GRADUATION

Students must have a graduation application on file in the Division of Graduate Studies in order to graduate. Degrees are not granted automatically!

Required Student Paperwork

- “Graduate Degree Application” form (available at the DGS office and online via the “Forms” link on the DGS Web site a couple of weeks prior to the semester/term application period).
- \$35.00 non-refundable application fee.
- “Graduate Degree Clearance” form (available at the DGS office and online via the “Forms” link on the DGS Web site).

Eligibility Criteria

- A previously approved “Petition of Advancement to Candidacy” on file in the Division of Graduate Studies.
- A minimum program grade point average of 3.0.
- Permission from the graduate coordinator/director to apply for graduation.

Deadlines

- For the “Graduate Degree Application” form, the first two weeks of the fall and spring semesters, or the first three weeks of the summer semester; consult the *Class Schedule* or the “Dates & Deadlines” section of the DGS Web site for exact deadlines.
- For the “Graduate Degree Clearance” form, the last day of the semester or final summer term.

Procedure

- Students must file the graduation application and pay an application fee.
Your signature as coordinator/director is required.
- Coordinators/directors should schedule a meeting with graduating students to determine how final requirements (e.g., culminating experience, clearance of incomplete coursework, appropriate paperwork) are to be met.
- “Graduate Degree Clearance” forms must be submitted to the Division of Graduate Studies. Your signature as coordinator/director is required.
- Graduation in the summer is optional, based on the availability of the student’s faculty.

Note: Do not give your written approval/signature on the graduate application unless you are assured of the presence of critical program faculty during this period.

Procedure (Continued)

- The graduate evaluator reviews applicants' files to determine completion of all requirements and clears all degrees. Transcripts showing degree granted are available after this point only. (See "Proof of Degree Granted" below.)

Advising Tips

- Students must be advanced to candidacy prior to their application for the awarding of the degree.
- If requirements are not completed by the end of the term, students must reapply for graduation and pay another application fee.
- As coordinator/director, it is critical that you meet all paperwork deadlines by the final day of the semester, in order for the student's degree to be cleared!

HOODING CEREMONY

- The Graduate Degree Hooding Ceremony is held once a year, in the spring, for previous summer and fall graduates and spring applicants.
- Students whose graduation in the subsequent summer term is guaranteed and who wish to participate in the spring Hooding Ceremony may do so upon written request from the graduate coordinator/director to the graduate dean.
- Information regarding the Graduate Degree Hooding Ceremony is available to all eligible students on the DGS Web site in April. Your participation as graduate coordinator/director is welcomed.

DISTINCTION

Graduate coordinators/directors may inform students who are graduating with distinction (3.9 or higher on all coursework listed on the approved degree program) that this honor is noted on the student's diploma and official transcript.

Note: Grade reporting deadlines for the spring semester do not permit notation of distinction in the Commencement Program for spring candidates.

PROOF OF DEGREE GRANTED

Coordinators/directors may receive requests from students needing verification that their degree has been posted. Proof of degree granted is available as follows:

- **Transcripts**

Transcripts with the graduate degree posted are available upon clearance of the degree by the evaluator. However, transcripts showing the degree are **not** automatically sent to the student upon graduation. Transcript requests can only be done in person or by mail. Coordinators/directors should refer students to the Public Contact Window in Joyal Administration Building or the transcripts Web site <www.csufresno.edu/are/forms/> to print the transcript request form. A fee of \$4.00 for the first copy, \$2.00 for each additional copy through ten.

- **Diplomas**

The Evaluations Office mails the the diploma to the student approximately three months after the degree is posted. Students will receive an email prior to the mailing of their diplomas.

CERTIFICATION LETTERS

Students who have completed all requirements with grades posted in all courses, and need written confirmation of their degrees prior to the official degree granting date (i.e., the final day of the semester) may request a Letter of Certification from the Division of Graduate Studies. A small fee is required.

And Beyond!

The Career Services Office offers services for graduate students including individual, hour-long counseling/ coaching appointments, walk-in advising for quick questions or resume reviews, career assessments, resume/CV & cover letter critiques, job searching tools, and doctoral program advising. Students can avail themselves of Career Services assistance for free while enrolled, and for six months after graduation. After that, services are available to alumni for a small fee.

The Web site is www.csufresno.edu/careers. Phone: 278-2381.